

MEMORANDUM

To: Indiana Superintendents and Building Principals
From: Dr. George Frampton, Chief School Certification Officer
Date: June 15, 2010
Subject: On-Line Legal Standards Compliance Assurances Application

Accreditation Legal Standards Assurance Forms Submission

Including the Submission of School Improvement Plans Is Now Open

Instructions and Frequently Asked Questions

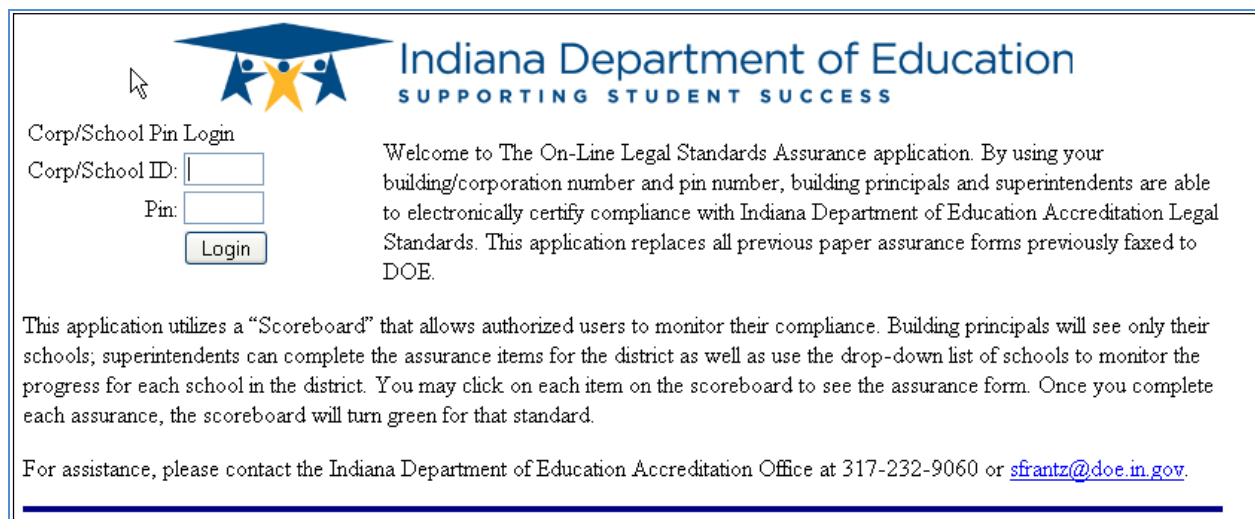
The Legal Standards for school accreditation have been consolidated. Principals and superintendents will complete their assurance of compliance through an on-line certification. **There will be no faxed or mailed paper assurances required or accepted.**

School officials will use the following link to access the application. Users will need the DOE 4-digit school number and the school's pin number to access the application. It is critical that the pin number and school number match. Buildings cannot access their scoreboard by using the corporation # and pin. The same is true for school corporations. Corp numbers/pins will not allow changes to the building information.

<https://dc.doe.state.in.us/DOEOnline/Accreditation/Assurance/SchoolAssurance.aspx>.

Forgot Your Building's Pin Number? Contact the STN team at 317-232-0808. They will take care of it.

















Questions about the DOE On-Line process to certify compliance can be directed to the Office of Accreditation at 317-232-9060.



The screenshot shows the login interface for the On-Line Legal Standards Assurance application. It features the Indiana Department of Education logo at the top. Below the logo, there is a section for "Corp/School Pin Login" with input fields for "Corp/School ID:" and "Pin:", followed by a "Login" button. To the right of the login fields, a welcome message states: "Welcome to The On-Line Legal Standards Assurance application. By using your building/corporation number and pin number, building principals and superintendents are able to electronically certify compliance with Indiana Department of Education Accreditation Legal Standards. This application replaces all previous paper assurance forms previously faxed to DOE." Below this message, a paragraph explains the "Scoreboard" feature: "This application utilizes a 'Scoreboard' that allows authorized users to monitor their compliance. Building principals will see only their schools; superintendents can complete the assurance items for the district as well as use the drop-down list of schools to monitor the progress for each school in the district. You may click on each item on the scoreboard to see the assurance form. Once you complete each assurance, the scoreboard will turn green for that standard." At the bottom, contact information is provided: "For assistance, please contact the Indiana Department of Education Accreditation Office at 317-232-9060 or sfrantz@doe.in.gov."



Once logged in to the system, users will see the 'scoreboard' that monitors legal standards compliance. Each consolidated legal standard is reflected on this screen. Once an on-line assurance is completed, it will be logged immediately and the scoreboard will change to reflect the compliance. Principals will also view the status of the corporation compliance; district officials will also be able to monitor all of their district's building's progress toward legal compliance, selecting single schools with a pull-down list found on the top of the scoreboard. The pull-down list is not available on the scoreboard for building principals.

 Indiana Department of Education SUPPORTING STUDENT SUCCESS	
To be Completed By Building Principal	To be Completed by Corporation Superintendent
 Standard 1: School Improvement Plan Compliance	 Standard 7: Student Services Compliance
 Standard 2: Curriculum Compliance	 Standard 8: Instructional Staff Compliance
 Standard 3: Student Assessment Compliance	 Standard 9: 180 Student Days School Year Compliance
 Standard 4: Safety Compliance	 Standard 10: Publish Annual Corporation Performance Report Compliance
 Standard 5: Timely Submission of Reports Compliance	 Standard 11: Corporation Curriculum-Related Compliance
 Standard 6: Student Health Compliance	
 = All Assurances Acknowledged and Signed  = All Assurance Not Acknowledged and Signed  = Electronic Verification Pending  = Not Compliant	
Logout	

Legal Standards Summary:

Standard 1: School Improvement Plan Compliance Submission due September 15th for the 2010-11 school year

- **Schools will submit a Microsoft Word .doc file or an Adobe Acrobat file *.pdf. No other formats will be accepted.**
- The system will only accept a single document. If the school's plan is contained in multiple files, these files must be combined into a single file before submission.
- The Exclusive Representative Signoff for the professional development component will no longer be sent with the SIP. The form will be completed locally, a copy kept on file with other SIP material and a check mark on this screen to assure this document is on file at the local level.
- Some exclusive representatives prefer to sign once to accept all building plans, while others have the exclusive representative sign a form for each school. There are separate forms available for each instance.



- Download exclusive representative forms at www.doe.in.gov/accreditation.
- Schools who have had a curriculum waiver approved and included in their SIP should notify the department that their SIP contains a waiver request. There is a checkbox that will be available for the schools' use.
- The SIP must be uploaded to complete the form.
- If the box confirming that an exclusive representative signature is on file is not checked, the user will get a warning box message that appears on the screen before allowing you to continue. If standard 1 is submitted without the exclusive representative box checked to confirm the signed copy is on file, the school is out of compliance and the scoreboard will indicate the color yellow, showing that the standard needs additional assurances.
- Questions regarding the submission of the School Improvement Plan can be directed to the [Office of Accreditation](#). That office can be reached at 317-232-9060 or 800-894-4044.



Standard 1: School Improvement Plan

School Assurance

All accredited Indiana schools must complete a three year school improvement plan that is reviewed and revised annually and approved by the district superintendent and district governing board. This plan is required to be submitted to the Indiana Department of Education annually by September 15th.

Detailed school improvement plan requirements are documented in Indiana Code, 20-31-4-6, 20-31-6 and 511 IAC 6.2-3.

- ☐ Indiana statute requires that the teacher's exclusive representative sign and approve the staff professional development plan component of the school improvement plan. I certify that this signature is on file in my office.
- ☐ This adopted school improvement plan includes a waiver request allowed under IC 20-31-5-5 and 511 IAC 6.2-3-2 previously submitted and approved by the IDOE Division of Curriculum.

As principal, authorized to submit this report and by typing my name below, I certify that all school improvement plan requirements listed in the Indiana Code and Indiana Administrative Code referenced above have been met for the 2010-2011 academic year for Klondike Middle School.

Corp #	Schl #	Type Name of Authorized Official Submitting This Report Below	Date Signed
7865	8041		

Attach PDF or MS Word Copy of This Building's School Improvement Plan. Plans that include multiple, separate files must be combined to create a single file document for submission.

[Logout](#)



Standard 2: Curricular Compliance

Due August 6th

- Schools must certify that the curriculum offerings are in compliance with Indiana Academic Standards and course requirements as outlined in Indiana Code and Indiana Administrative Code.
- Principals should select one or more of the three main headings, reflecting the school's grade configuration that best suits the school. In the event that a building configuration overlaps, the principal should mark both levels and complete the items for each level checked.
- Once a category of school has been checked, each box under that heading will need to be confirmed to show compliance. In the event that an item cannot be checked because the school's curriculum does not meet that requirement, the school is out of compliance for the standard and the scoreboard will show the color yellow for that standard.
- Questions regarding the curricular requirements can be directed to the [IDOE's Curriculum Division's](#) office or 317-232-9138



Standard 2: School Curriculum

School Assurance

All accredited Indiana schools must comply with curriculum offering requirements as set forth below:

This school is classified as: [Click all that apply]

☐ Elementary School

- ☐ Complies With 511 IAC 6.1-5-0.5 General Curriculum Principles
- ☐ Complies With 511 IAC 6.1-5-1 Kindergarten Curriculum
- ☐ Complies With 511 IAC 6.1-5-2.5 Elementary School Curriculum
- ☐ Complies With IC 20-31-3-6 Academic Standards Compliance

☐ Junior High/Middle School

- ☐ Complies With 511 IAC 6.1-5-0.5 General Curriculum Principles
- ☐ Complies With 511 IAC 6.1-5-3.5 Middle Level Curriculum
- ☐ Complies With IC 20-31-3-6 Academic Standards Compliance

☐ High School

- ☐ Complies With 511 IAC 6.1-5-0.5 General Curriculum Principles
- ☐ Complies With 511 IAC 6.1-5-4 High School Curriculum
- ☐ Complies With 511 IAC 6.1-5.1-1 High School Approved Course List
- ☐ Complies With IC 20-32-4 Graduation Requirements
- ☐ Complies With IC 20-31-3-6 Academic Standards Compliance
- ☐ Complies with 511 IAC 6.1-5-6 requires each school to have a **media program** that is an integral part of the educational program. A licensed librarian [within the school district] shall supervise the media program. Each school shall spend at least \$8.00 per student from its 22200 account to maintain its media program.

After reviewing curriculum requirements referenced above, and as a building principal authorized to submit this report and by typing my name below, I certify that Klondike Middle School is in compliance with all applicable requirements detailed above.

Corp #	Schl #	Type Name of Authorized Official Submitting This Report Below	Date Signed
7865	8041		

[Save and Return to Scoreboard](#)

[Cancel and Return to Scoreboard](#)

[Logout](#)



Standard 3: Student Assessment Compliance

Due August 6th

- Schools must test 95% of enrolled students at the time of the ISTEP+ or ECA testing.
- Compliance will be verified electronically using ISTEP+ and ECA data and will reflect the school's status in this area within AYP. The scoreboard will change to reflect compliance.
- Questions regarding ISTEP+ Assessment, ECA or Legal Standard 3 can be directed to the [IDOE Office of Student Assessment](#) or 317-232-9050.



Standard 3: Student Assessment

School Assurance

All accredited Indiana schools must participate in ISTEP+ testing as required by 511 IAC 6.1-1-4 and in accord with IC 20-32-5 and 511 IAC 5-2. Compliance with this requirement will be independently verified through electronic ISTEP participation data collected by DOE Assessment Office. In the event that it is determined that the school has not complied with these requirements at the time AYP results are announced, the school will become out of compliance with this standard.

As a principal authorized to submit this report and by typing my name below, I certify that Klondike Middle School meets the ISTEP+ requirements detailed above.

Corp #	Schl #	Type Name of Authorized Official Submitting This Report Below	Date Signed
7865	8041		

Save and Return to Scoreboard

Cancel and Return to Scoreboard

[Logout](#)



Standard 4: School Safety Compliance

Due August 6th

- Questions regarding Legal Standard 4 can be directed to the [IDOE Office of Student Services](#) at 317-233-3047.



Standard 4: Safety Assurance

School Assurance

All accredited Indiana schools must comply with school safety requirements as described below.
Klondike Middle School complies with the follow:

Click each box to verify school compliance.

- ☐ Has a School Emergency Preparedness Plan that complies with the provisions of 511 IAC 6.1-2-2.5, is available to all staff and is reviewed and revised yearly within the first 60 days of the start of the academic year.
- ☐ Requires the use of industrial quality eye protective devices by both students and teachers while engaged in potentially dangerous learning situations as required by IC 20-34-3-19 and 511 IAC 6.1-2-5.
- ☐ In full compliance with IOSHA standards as required by 511 IAC 6.1-2-1.
- ☐ In full compliance with rules of the Indiana Department of Health as required by 511 IAC 6.1-2-1.
- ☐ In full compliance with fire prevention and building safety commission standards as required by 511 IAC 6.1-2-1. In the event that this school is under construction and has temporary violations, the building principal can check this box to show compliance.

Note: While fire drills, tornado drills and manmade emergency drills are no longer required for accreditation, the Indiana Code continues to require such drills in IC 20-34-3-20.

As a principal authorized to submit this report and by typing my name below, I certify that Klondike Middle School is in full compliance with the safety requirements listed above.

Corp #	Schl #	Type Name of Authorized Official Submitting This Report Below	Date Signed
7865	8041		

Save and Return to Scoreboard

Cancel and Return to Scoreboard

Standard 5: Timely Submission of Reports

Due August 6th

- Regulations of the Indiana State Board of Education [ISBOE] require that schools submit reports in a timely manner. Compliance is verified electronically and the scoreboard will change to show compliance.
- Questions regarding submission of reports should be directed to the [IDOE Office of Data Analysis Collection and Reporting](#) or 800-527-4931.



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

Standard 5: Timely Submission of Reports

School Assurance

All accredited Indiana schools must submit timely and accurate data on all required reports as required by 511 IAC 6.1-1-4(1)(H).

Compliance with this requirement will be verified through electronic data collected by the Indiana Department of Education, Office of Data Collection and Reporting.

Save and Return to Scoreboard

Cancel and Return to Scoreboard

[Logout](#)



Standard 6: Student Health Compliance

Due August 6th

- Questions about student health compliance can be directed to the [Office of Student Health Services](#) or 317-233-9142.



Standard 6: Student Health Compliance

School Assurance

All accredited Indiana schools must comply with the health requirements described in 511 IAC 6.1-2-4, including the following:

Please check each item to confirm compliance.

- ☐ The school has ensured that every child in the school corporation has been immunized in accordance with IC 20-34-4;
- ☐ The school has conducted visual acuity screenings in accordance with IC 20-34-3-12 and 511 IAC 4-2-1 and 511 IAC-2-1.1;
- ☐ The school has conducted annual audiometer screenings in accordance with IC 20-34-3-14;

Additionally, effective with the 2009-2010 school year, screening totals for visual acuity and hearing must be submitted in electronic form to the Indiana Department of Education via DOE-Online.

As principal, authorized to submit this report and by typing my name below, I certify that Klondike Middle School is in full compliance with the health requirements above.

Corp #	Schl #	Type Name of Authorized Official Submitting This Report Below	Date Signed
7865	8041		

Save and Return to Scoreboard

Cancel and Return to Scoreboard

[Logout](#)



Standard 7: Student Services Compliance

Due August 6th

- Schools may utilize a Registered Nurse who does not hold a Bachelor of Science in Nursing degree to coordinate school health services.
- Questions about student services compliance at the district level can be addressed to the [Office of Student Services](#) or 317-233-3047.



Standard 7: Student Services Compliance

District Assurance

All accredited Indiana schools must provide student services as required by 511 IAC 4-1.5-1.5

Please mark each check-box to show compliance with the requirement.

- ☐ 511 4-1.5-2 Student Services Staff Credentials
- ☐ 511 4-1.5-3 Student Records Management
- ☐ 511 4-1.5-4 Educational and Career Services
- ☐ 511 4-1.5-5 Student Assistance Services
- ☐ 511 4-1.5-6 Health Services
- ☐ 511 4-1.5-7 Crisis Intervention Plans
- ☐ 511 4-1.5-8 Student Services Program Management

Note: The requirement that the district's health services director be a registered nurse as well as hold a bachelor's degree in nursing has been modified, eliminating the bachelor's degree requirement.

As superintendent, authorized to submit this report and by typing my name below, I certify that Tippecanoe School Corp meets the student services requirements detailed above.

Corp #	Type Name of Authorized Official Submitting This Report Below	Date Signed
7865		

Save and Return to Scoreboard

Cancel and Return to Scoreboard



Standard 8: Instructional Staff Compliance

Due August 6th

- Questions about the license requirement for a specific class/course can be found in the [Indiana Assignment Code](#), located on the [Division of Office of Educator Licensing and Development](#) (OELD).
- The DOE-CE/CP is completed in October and contains data regarding each teacher's class assignments and is compared against their teaching license(s).
- Assistance with this standard is available from the [Division of Office of Educator Licensing and Development](#) at 317-232-9010.



Standard 8: Instructional Staff

District Assurance

All accredited Indiana schools are required to comply with instructional staff requirements as described below.

Check each box to indicate compliance.

- ☐ Each school corporation shall employ teachers, administrators and student services specialists properly licensed under Title 515 of the Indiana Administrative Code. The Indiana Department of Education DOE-CE/CP will be used to electronically verify teaching licenses.
- ☐ Each school corporation shall enter into employment contracts with licensed personnel as required under IC 20-28-6.
- ☐ Each school corporation shall compensate substitute teachers in accordance with IC 20-28-9-7 through IC 20-28-9-8
- ☐ Each school corporation shall develop and implement a staff performance evaluation plan in accordance with IC 20-28-11 and 511 IAC 10-6-4.

NOTE: Beginning in the summer of 2011, school districts will be required to submit copies of the teacher evaluation instrument and administrator instrument as part of this legal standard.

As superintendent authorized to submit this report and by typing my name below, I certify that Tippecanoe School Corp is in full compliance with the personnel requirements listed above.

Corp #	Type Name of Authorized Official Submitting This Report Below	Date Signed
7865		

Save and Return to Scoreboard

Cancel and Return to Scoreboard



Standard 9: 180 Student Instructional Days Compliance

DOE-CID is due June 20.

- Information on instructional time can be found on the Office of Accreditation's [Instructional Time FAQs](#).
- The [Office of Accreditation](#) can be reached at 317-232-9060 or 800-894-4044.



Standard 9: 180 Instructional Day School Year/Instructional Time Compliance

District Assurance

All accredited Indiana schools must have a minimum school year consisting of one hundred eighty (180) student instructional days with a minimum of five (5) hours of instructional time per day for grades 1 through 6 and six (6) hours of instructional time per day for grades 7 through 12 in accordance with IC 20-30-2-2 and IC 20-30-2-3. 180 instructional days also applies to graduating seniors.

Compliance with this requirement will be verified through the DOE-CID (Certification of Instructional Days). When the instructional days have been certified, the scoreboard will reflect compliance. Instructional days cannot be certified until the official end of the school year.

Save and Return to Scoreboard

Cancel and Return to Scoreboard

[Logout](#)



Standard 10: Publish Annual Corporation Performance Report Compliance

Due August 6th

- Questions on the requirements for the Annual Performance Report can be directed to [Jeff Zaring](#) at 317-232-9050.



Standard 10: Publish Annual Performance Report

District Assurance

All accredited Indiana schools must produce an annual report that meets the requirements of IC 20-20-8.

Accredited public schools must publish the report in accordance with IC 20-20-8-3 with respect to timelines for publication and content to be included.

As superintendent authorized to submit this report and by typing my name below, I certify that Tippecanoe School Corp's Annual Performance Report has been published and complies with all provisions listed above.

Corp #	Type Name of Authorized Official Submitting This Report Below	Date Signed
7865		

Save and Return to Scoreboard

Cancel and Return to Scoreboard

[Logout](#)



Standard 11: Corporation Curriculum-Related Compliance

Due August 6th

- Questions regarding curriculum or textbook adoption can be directed to the [Office of Curriculum and Instruction](#) at 317-232-9138.
- Questions regarding special education, limited-English proficient students can be directed to the [Center for Differentiated Learners](#) at 317-232-0570 or 877-851-4106.



Standard 11: Corporation Curricular Compliance

District Assurance

All Indiana schools must comply with the requirements set forth below:

Please check box below to confirm compliance:

- ☐ IC 20-32-8 provides for **remediation** funds to be provided to school districts to provide assistance to students to improve their performance on the ISTEP+ test.
- ☐ 511 IAC 6.1-5-5 requires the governing body of each school corporation to adopt, from the state **textbook adoption** lists, a textbook for each of the subjects taught or obtain a waiver under IC 20-26-12-28. The superintendent shall forward a list of those selections to the State Board of Education.
- ☐ 511 IAC 6.1-5-7 requires each school corporation to provide **special education** to students with disabilities in accordance with 511 IAC 7.
- ☐ 511 IAC 6.1-5-8 requires each school corporation to provide appropriate instruction to **limited-English proficient** students.
- ☐ 511 IAC 6.1-5-9 requires each school and school corporation to adopt, implement, and communicate to teachers, parents, and students a written **homework policy** to reinforce the concept that homework is an out-of-school assignment that contributes to the educational process of the student. Homework shall be viewed as an extension of class work and related to the objectives of the curriculum.
- ☐ 511 IAC 6.1-5-10 requires each school and school corporation to adopt and enforce a written **policy that prohibits retaining a student in a grade level for the sole purpose of improving the student's ability to participate in extracurricular athletic programs.**

As superintendent authorized to submit this report and by typing my name below, I certify that Tippecanoe School Corp has complied with Indiana statutory requirements listed above.

Corp #	Type Name of Authorized Official Submitting This Report Below	Date Signed
7865		

Save and Return to Scoreboard

Cancel and Return to Scoreboard

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